

Date: Jan 14, 201

Subject: Interview Process for GS 308 Division Director Secretary

From: Jim Giattina   
Director  
Water Protection Division

To: File

This position will serve as secretary to the Division Director. I will personally interview all candidates for the position prior to making my selection. I am attaching to this memo the position description, and the set of questions I will ask each candidate. *I will keep these questions confidential as I do not want any candidates to have an advantage over others by having the questions in advance of the interviews.*

The best candidate for this position will have the following characteristics:

- A self-starter who works well independently and completes tasks with a minimum of instructions;
- Well organized;
- Exercises good judgment in making decisions in accordance with the policies and practices of the organization;
- Highly dependable and easily coordinates a wide variety of tasks and levels of priority;
- Comfortable working in a fast-paced environment with short deadlines;
- Helpful, pleasant and customer-service oriented;
- Very aware of the importance of confidentiality and handles sensitive matters with discretion; and
- Dedicated to quality service

During the interview process, I will ask each candidate the same set of questions. I will take notes on each candidate's response to the questions, and use these notes as I consider the candidates' qualifications for the position. I will take into account the information provided in the candidate's USA Jobs application and resume, the candidate's performance during the interview, and any specific knowledge I may have of the candidate's ability to perform in the job. I will select the most qualified candidate.

Attachment